

DRIVEWAY OR SIDEWALK PERMITS

WHO NEEDS ONE?

Anyone constructing a new driveway or sidewalk, or adding onto an existing driveway within the public right-of-way of any street within the city.

WHERE DO I OBTAIN THE PERMIT?

A Driveway or Sidewalk permit may be obtained from the Department of Planning, Engineering and Permits, Room 210, City Hall, 254-2333.

WHAT ARE THE REQUIREMENTS?

1. The owner/contractor completes an application and submits three (3) copies of a site plan.
2. You must have an inspector check your forms before the concrete is poured. Call 254-2259 to schedule an inspection.
3. The applicant accepts all responsibility to assure that the proposed work is to be performed within the right-of-way and on the property to be served by the driveway.

WHAT IS THE REVIEW PROCESS?

1. Permits for residential driveways 15' or less in width will be issued same day if there are no issues.
2. All commercial driveways (and residential driveways over 15' in width) are reviewed by the City Engineer, Chief Planner and the City Traffic Engineer. The review process takes approximately three (3) days.

WHAT ARE THE REQUIRED FEES?

The cost of a Driveway Permit is \$100 for first driveway and \$25.00 for every driveway thereafter at the same address. Sidewalk Permits cost \$25.

DRIVING OVER A CURB OR SIDEWALK?

Any person driving over a curb/sidewalk must secure a Driveway or Sidewalk Permit. Also, a \$100 deposit must be paid to ensure restoration of curb/sidewalk if damages are incurred.

ARE THERE ANY PENALTIES?

If work begins before a permit is issued a \$50 penalty will be assessed.

WHEELCHAIR RAMPS

Any person constructing a wheelchair ramp must complete an application and submit three (3) copies of a site plan to the City Engineer for approval. The permit fee is \$100.

ONE STOP PERMITTING

ADDRESSES, SIDEWALK OPENINGS/VAULTS AND DRIVEWAY PERMITS

CITY OF BIRMINGHAM

**WILLIAM A. BELL, SR.
MAYOR**



**DEPARTMENT OF PLANNING,
ENGINEERING AND PERMITS**

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ADDRESSES

WHO NEEDS AN ADDRESS?

Every house or building fronting upon a street of the city shall bear a number corresponding to the number of the block section comprised by the parcel of land upon which such house or building is situated.

WHERE DO I OBTAIN AN ADDRESS?

An address may be obtained from the Engineering Division of the Department of Planning, Engineering and Permits, City Hall, 2nd Floor, Room 210, 254-2333.

WHAT ARE THE REQUIREMENTS?

1. Individuals seeking an address for new construction must present a site plan, plus the parcel identification number.
2. Information is reviewed by an Engineering Division staff person and an address is assigned.

HOW LONG DOES IT TAKE?

Assigning an address takes from less than one (1) day to three (3) business days.

SIDEWALK OPENINGS AND VAULTS

WHO NEEDS ONE?

Anyone wishing to construct, use, cause to be constructed or use any sidewalk opening or vault.

WHERE DO I OBTAIN A PERMIT?

A permit may be obtained from the Engineering Division of the Department of Planning, Engineering and Permits, City Hall, 2nd Floor, Room 210, 254-2333.

WHAT ARE THE REQUIREMENTS?

1. Complete an application.
2. Submit three (3) sets of detailed drawings.
3. A certificate from a structural engineer licensed in the State of Alabama certifying the load capacity of the structure and that the structure is satisfactory for its current use.
4. Proof of insurance issued by an insurer licensed to do business in Alabama in an amount no less than \$100,000 per person and \$1,000,000 per occurrence and shall name the City of Birmingham, its officers, employees, and agents as additional insured.
5. A \$10,000 bond.
6. Application and plans will be routed to the City Engineer, City Traffic Engineer and Building Official for review. Review will take three (3) business days. Applicants will be notified when the review is complete.

ANNUAL INSPECTION

Owners of vaults and/or sidewalk openings shall have the vaults inspected annually by and provide the certification of a licensed engineer.

WHAT ARE THE REQUIRED FEES?

Initial fee	\$100
(base fee plus additional fee)	
Annual renewal fee	\$100
Transfer fee	\$100
(based on vault size)	

ARE THERE ANY PENALTIES?

Anyone who fails to obtain a required inspection, maintain inspection records, file a required inspection report or who provides false or misleading information in an inspection report shall be subject to a fine of not less than \$200 and not more than \$500 for each offense.